



LG-002

Employment Contract Basic Employment Contract Template GUIDE

****For General Use – Not Legal Advice****

This template is provided for general guidance only. It contains only the statutory minimum terms required under UK employment law. It does not include bespoke protections.

General Guide

Generic contracts offer little protection; it is important that you have thoroughly drafted contracts specific to your business.

All salon owners have experienced:

Employees leaving and taking client data with them

Employees leaving and soliciting other staff

It is important to ensure any contract is drafted specifically for your salon business

WHY?

Because apart from the basic laws all have to follow, your salon needs protection!

Have you heard the saying “contracts aren’t enforceable?” Well that is only true for badly drafted contracts, usually generic, downloaded from the internet and not drafted in line with changing legislation and case law.

Just like colour is bespoke to a clients individual hair, contracts are no different.

Generic contracts are like box colour, cover in some instances, but in the main do not provide what you want or need. Colour corrections are expensive, just like defending a generic contract which can run into £1000's.

We won't just sell you a generic contract and leave you exposed to risk, as this always costs you in the longer term.

Restrictive Covenants

We all hear every day a salon owner saying someone is leaving their salon and have been soliciting clients to take them to their new salon.

Employees leave your salon and:

- Continue to use images taken whilst working for you

- Contact your clients

- Poach your staff

The list goes on.....

In order to ensure your business is sufficiently protected, we highly recommend that you schedule a call with RLK, who will go through your business needs and draft a contract specific to your business.

Areas we advise to include which must be drafted specifically for your business.

These are sometimes included in generic contracts but as they are not specific to your salon they can sometimes fall short.

NON GENERIC AREAS – ADDITIONAL Protection included in the upgraded contract

Some examples of missing recommended clauses that are missing from the generic template, which need drafting specifically for your salon, location,

Confidentiality

This template contains basic confidentiality only. Without stronger provisions, employees may share client lists, pricing, or business practices. This risks loss of clients and reputational damage. For protection, we recommend instructing RLK to draft a bespoke contract.

Restrictive Covenants

Without these, staff can take clients, set up a competing salon nearby, or poach colleagues. This risks loss of revenue and disruption. For protection, we recommend instructing RLK to draft a bespoke contract. A correctly drafted covenant can be upheld, but it must be specific to your business as what works for one fails another, this not only costs your business when someone leaves and takes clients, but the stress salon owners report costs personal time, and more.

Intellectual Property

Without IP provisions, employees may claim ownership of treatment manuals, marketing content, or training materials they create. This risks disputes and loss of control over your brand resources. For protection, we recommend instructing RLK to draft a bespoke contract.

Commission, Tips & Bonuses

Without clear terms, disputes can arise over how commission, tips, or bonuses are calculated and paid. This risks claims for unlawful deductions or low staff morale. For protection, we recommend instructing RLK to draft a bespoke contract.

Uniforms, Tools & Equipment

Without clear provisions, the business may be unable to recover the cost of lost uniforms, scissors, or electrical equipment. This risks financial loss if items are damaged or not returned. For protection, we recommend instructing RLK to draft a bespoke contract.

Social Media & Online Reputation

Without tailored clauses, staff could misuse your brand name, client photos, or social media channels. This risks reputational damage and client loss. For protection, we recommend instructing RLK to draft a bespoke contract.

Data Protection

Without tailored GDPR terms, you risk ICO fines and claims, especially around CCTV, social media, and health data. For protection, we recommend instructing RLK to draft a bespoke contract.

Training & Equipment

Without tailored provisions, you may not recover training costs or equipment damage. This risks financial loss if staff leave after training or misuse equipment. For protection, we recommend instructing RLK to draft a bespoke contract.

Lay-Offs & Short-Time Working

Without this clause, you may need to continue paying staff full wages during quiet periods or closures, even if there is little or no work. This risks unnecessary financial strain. For protection, we recommend instructing RLK to draft a bespoke contract.

Garden Leave

Without a garden leave clause, an employee who resigns could immediately work for a competitor during their notice period. This risks loss of clients and business-sensitive information. For protection, we recommend instructing RLK to draft a bespoke contract.

Flexibility & Mobility

Without flexibility provisions, staff could refuse to cover different locations or shifts. This limits your ability to adapt to business needs and can cause staffing issues. For protection, we recommend instructing RLK to draft a bespoke contract.

Enhanced Family Leave

Without tailored policies, disputes may arise about leave and pay, risking claims for unfairness or discrimination. For protection, we recommend instructing RLK to draft a bespoke contract.

Retirement / Termination of Employment

Without carefully worded provisions, you may face difficulties managing retirement or exit arrangements, and risk age discrimination claims if handled incorrectly. For protection, we recommend instructing RLK to draft a bespoke contract.

Detailed Disciplinary & Grievance Procedures

Without enhanced procedures, you risk tribunal claims for unfair process even if dismissal was justified. For protection, we recommend instructing RLK to draft a bespoke contract.

Benefits

Without clear wording, discretionary benefits such as private health care, gym memberships, or staff discounts could be misinterpreted as guaranteed entitlements. This risks unexpected costs and disputes. For protection, we recommend instructing RLK to draft a bespoke contract.

For tailored advice and contracts that protect your business, you should instruct RLK Solicitors Ltd.

Employment Contracts – Free vs Upgraded

✓ Statutory Minimum (Free Template)	🔒 Upgraded Contract (Recommended)
Job title, duties (basic only)	Enhanced duties description, tailored job role protection
Start date & probation period	Customisable probation terms, extension rules, performance triggers
Place of work	Mobility & flexibility clauses to cover multiple branches/locations
Hours of work & statutory breaks	Flexible working arrangements, overtime rules, tailored hours
Pay (meets National Minimum & Living Wage)	Commission, tips, bonuses, clear pay structures
Holiday entitlement (5.6 weeks incl. public holidays)	Enhanced/rolled-up holiday pay, clear booking rules
Statutory Sick Pay (SSP)	Enhanced sick pay, tailored reporting and evidence requirements
Notice periods (statutory minimum)	Extended notice, garden leave provisions, protection on exits
Pension (auto-enrolment if eligible)	Enhanced pension contributions and discretionary benefits
Family leave rights (statutory)	Enhanced maternity/paternity/family leave policies
Disciplinary & grievance (statutory minimum)	Detailed procedures reducing tribunal risks
Basic confidentiality obligation	Enhanced confidentiality, protecting client lists, pricing, suppliers, trade secrets
—	Restrictive covenants (prevent client poaching, staff poaching, local competition)
—	Intellectual property (protects training materials, manuals, branding, marketing content)
—	Uniforms, tools & equipment (cost recovery for lost or damaged items)
—	Social media & reputation protections
—	Data protection (CCTV, GDPR, health data)
—	Training & clawback (recover training investment if staff leave)
—	Lay-offs & short-time working (flexibility in quiet periods)
—	Benefits (healthcare, discounts, perks – kept discretionary)

If you want to have full protection then RLK can review your current contracts, draft you new We have managed to negotiate fixed costs for RLK to ensure you have robust contracts:

Area	SIMPLE	MODERATE	COMPLEX
Contract Drafting	Basic contract covering statutory terms: £350 + VAT	Includes Restrictive covenants, Commissions Training clauses: £590 + VAT	Multi-role, layered benefits, bespoke clauses: £885 + VAT
Contract Review	Quick review of a basic contract: £290 + VAT	Detailed review with recommendations: £590 + VAT	In-depth analysis of multi-role or high-risk contracts: £795 + VAT

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